

**BUDGET ADVISORY COMMITTEE MEETING
DAVIE TOWN HALL
6591 ORANGE DRIVE
March 19, 2007**

MEMBERS PRESENT

Dr. Robert Preziosi, Chair
Scott Spages, Vice Chair
Dan Barr

MEMBERS ABSENT

David Oakes
Harry Venis

ALSO PRESENT

Mr. Steigler, Resident
Carol Menke, Acting Budget and Finance Director

1. ROLL CALL

Chair Preziosi called the meeting to order at 5:40 p.m. Following the Roll Call, it was determined that a quorum was present.

2. APPROVAL OF MINUTES

No minutes available.

3. 1 OLD BUSINESS

Annual Report – Year 2006

Chair Preziosi stated that the reports from all the 2006 meetings should be sent to him and a report would be prepared.

3.2 VEHICLE USAGE POLICY

Ms. Menke stated Mr. Underwood had distributed copies of the draft Vehicle Usage Policy. It was stated the Board had made comments and returned the copy to Mr. Underwood, and would like to see the final draft that would be sent to the Town Council. Ms. Menke stated the Budget and Finance Office would not send the policy to the Council, the final draft would be sent to Administration and the decision would be made in that office when the Policy would appear on the Agenda for the Council. The Budget and Finance Office will provide a copy of the final draft and notify the Board as to the status of the Policy.

4.1 NEW BUSINESS

Budget Committee Calendar

Ms. Menke stated Mr. Shimun had a conflict with attendance at a Board Meeting on Monday evenings and suggested waiting to see if his conflict resolved or they should change the Monday meeting to another weekday to fit his schedule.

Motion made by Chair Preziosi to reschedule the April Board meeting (during the week of the 23rd), based upon the availability of the Town Administrator, the motion was seconded by Mr. Spages. Mr. Barr agreed also.

4.2 BROADVIEW PARK

With regard to the report on Broadview Park, page 215, paragraph 1.4, summary of conclusions, "The proposed annexation of Broadview Park is not in the best financial interest of the Town," it was suggested that a statement be sent to the Town Council that the Budget Advisory Committee was not in favor of the proposed annexation.

Motion made by Mr. Barr, seconded by Mr. Spages that the Budget Advisory Committee recommends that the annexation of the Broadview Park area not be pursued as it is not in the best financial interest of the Town. In a voice vote, the motion passed unanimously.

4.3 CREDIT CARD POLICY

The Board discussed changes for the Credit Card Policy including cardholder signatures and itemization of data.

Motion made by Mr. Barr and seconded by Mr. Spages, to require all supplementary data itemizing the policy and procedures to be an attachment requiring the initials of the cardholder on each page. In a voice vote, the motion passed unanimously.

A question was raised about the card limits stated in the Policy: single transaction limit \$1,000, Department Head monthly limit \$10,000, and all other card holders monthly limit \$5,000. The suggestion was made to ask for a monthly expenditure report of all Department Heads to see if the limits were set too high. Ms. Menke stated a report with the information had been prepared and given to the Administrator at the request of the Town Council, and copies would be given to the Board. It was noted that some employees are not held to the limits stated; procurement staff are not restricted to a limit, although an application for large purchases must be cleared by the Department Head. In addition, during hurricanes, certain persons such as the Fire or Police Chief have the limit of their cards raised for the length of the storm. All of this information is available

online. Mr. Shimun is looking into the matter at the request of the Council to see if there are too many credit cards in use.

4.4 QUARTERLY REPORT

Ms. Menke explained the encumbrances, stating the Council adopts a balanced budget but in the day-to-day process certain purchase orders are in transit that are budgeted in one fiscal year and not paid for until the following year. These items are rolled over into the new year. The question was raised if the first quarter report showed expenses were out of line. Ms. Menke stated the Audit Report would show the adjustment for encumbrances carried over from the previous year. The quarterly report has notations from the Budget Analyst explaining areas that appear to be out of line and the explanations why. Ms. Menke reported the Quarterly Report had already been submitted to the Council but if any Advisory Board members had questions or comments, they should be submitted and would be included in the next quarterly report.

5. COMMENTS AND SUGGESTIONS

A comment was made that not having the previous meeting minutes available is an inconvenience, and could another transcription service be hired. Ms. Menke reported that in this particular instance the department was to blame, not the transcription service. In the transition to Mr. Underwood's departure, the information was not sent out as quickly as it should have been. It was suggested that the transcription service be requested to have minutes from the previous meeting available for review at the next month's meeting.

6. ADJOURNMENT

With no further business to discuss, the meeting adjourned at 6:20 p.m.

Date approved

Chair/Committee Member